

# 厚木基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-09-052
一次選考締切り日 : 1 <sup>st</sup> Cut Off Date	13 MAY 2009
募集締切日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	06 MAY 2009

<b>1.職種名 Job title ( 等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u> )</b> <b>Food Outlet Manager IHA-113</b>		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 ( 部隊内 ) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> <b>Trilogy Enlisted Club, MWR Department, U. S. NAF Atsugi</b> <b>勤務場所 Working Place:</b> 綾瀬市大上 Oogami, Ayase-Shi		<b>5.雇用の種類 Type of Employment</b> <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> ヵ月 Months )	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制hr/wk )</b> 勤務日 Work Days: 5 days/Week (Wed – Sun) 勤務時間 Work Hours: 1300-2200 Recess: 1700-1800 *Work Schedule may be changed. <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> Responsible for club operation in assigned shift hours and supervise over 20 night shift employees. Assures that all activities are carried out as scheduled and in accordance with policies and procedures set by the Club Manager. Resolves problems during operation hours and contact the Club Manager in case of serious problems. Checks all schedules and parties booking and ensures activities takes place as planned with proper personnel, supplies, equipment and food/beverages. Brief all duty managers prior to operations. Monitors bar operations to ensure proper bar operations methods and sanitation standards are maintained. Responsible for cash accounting procedures. Performs other duties as assigned.			
<b>7. 職務状況 Working Condition:</b>			
<b>8.資格要件／身体条件 Qualification/Physical Requirements</b> - One year of work experience in any clerical, administrative, or technical field or Completion of four-year college/university. - Knowledge of basic computer operations (Excel, Word, Access, Power Point). - Ability to speak, read and write English at average proficiency level (LAD-2). - Must be able to obtain Health Card issued by Atsugi medical clinic upon hiring. The employee must go through PPD at the Atsugi clinic.採用後、米海軍に於いてヘルスカードの取得を必要とします。カードの取得には米海軍病院診療所に於いてツベルクリン検査が行われます。 *A handicapped applicant may be accepted, depending upon the degree and kind of disability. <b>Non-Japanese applicants:</b> Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> 日本で活動の制限のない在留資格 (永住者、定住者、日本人の配偶者など) をもつ日本国籍以外の方は資格条件を満たします。応募書類に外国人登録証明書のコピー(表、裏両面)及びパスポート (顔写真およびビザ印のページ) を添付して下さい。 - U. S. Citizens are not eligible for IHA (HPT) employment. 米国籍 (を含む多重国籍者) の方は、IHA (HPT) 従業員の資格条件を満たしません。			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> See block #8		<b>免許証／修了証 License/Certificate Required :</b> See block #8	

<b>9.提出するもの Application and Associated Documents</b>		
* <input checked="" type="checkbox"/> 空席応募用紙 (表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴 (会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		
<b>問い合わせ先 for Job Inquiries</b> 厚木基地人事部 DSN 264-3426 / 3624 / 3427 ☎046-763-3426 / 3624 / 3427	<b>提出先 Office to Submit</b> 〒252-1101 神奈川県綾瀬市大上無番地 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	<b>事務処理欄 For Official Use</b> <b>PDN: NAFATG-N612-002</b>

\*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

\*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

\*提出された応募書類はお返ししません。Submitted applications will not be returned.